

Transcription Workshop for HIST 499

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Introduction to Transcription

- Definition: Word-for-word written copy of an interview.
- Benefits:
 - Quickly skim to determine relevance
 - Save on wear and tear of the original medium
 - Comprehend voices that are difficult to hear or understand
 - Improved searching, especially in the Digital Media Repository

Transcription Process

- Allow for 6-8 hours of time per hour of recording
- Type out everything, except...
 - Every uh-huh, uh-uh, mm-mm
- Do and Don'ts
 - ***Do not*** correct grammar and dialect
 - ***Do not*** censor vulgar and/or offensive language
 - ***Do not*** add editorial comments
 - ***Do*** confirm the spellings of names, geographic locations, unfamiliar terms
 - ***Do*** avoid private information, such as addresses and phone numbers

Transcription Tools

- Quiet Room
- Headphones
- Voice Recognition Software
- Transcription Software
 - Express Scribe
 - Free download (<http://www.nch.com.au/scribe/>)
 - Volume control
 - Tape speed control
 - Can be used with USB foot pedal or hot keys
 - Works with Microsoft Word and other common word-processing applications
 - Easy to use and tutorial available
- Transcript Template
- Reference List
- Names and Terms List

Transcription Formatting and Style Guide

- Follow [Baylor University Institute for Oral History Style Guide](#) and Chicago Manual of Style
 - Manual covers how to transcribe many common elements of interviews, including false starts, interruptions, nonverbal sounds, unintelligible speech
 - Also covers many writing guidelines, including when to spell out numbers, capitalization rules, etc.
- Review [Class Wiki](#) for additional guidelines and FAQs
- Look at examples in the [Digital Media Repository](#)
- Still have questions?

Demonstration

- Class Wiki
- Download Express Scribe and load audio file --- Start Transcribing!!
- Set up wiki accounts